



The FSU Coastal & Marine Laboratory Staff & Responsibilities

MEMORANDUM

TO: FSUCML Faculty, Staff, and Students

FROM: F. Coleman, Director

DATE: September 17, 2018

RE: Administration, Maintenance, and Marine Operations– Who to call.

The following list is intended as a guide for who is responsible for different aspects of the FSU Coastal & Marine Lab's operation.

If you need to report a problem with a boat, facility, piece of gear, or anything of that nature, we ask that you fill out a Work Request Form online here:

<https://marinelab.fsu.edu/facilities/submit-a-work-request/>

Travis Mohrman, Facilities Director, will be the one to evaluate and prioritize the work order so please work directly with him on any issues that you have.

For assistance related to research space and conducting research at the lab, contact Dr. Dean Grubbs, Associate Director of Research.

We ask that you be courteous to your colleagues by letting staff finish whatever the job they have in progress and let Travis do the scheduling.

Contact Maranda if you have questions about administrative duties not answered by this memo.

EMERGENCY CONTACTS: Daniels, Crump, Overlin, and Tinsley share on call duties. The on-call contact number is 850 591 0224. If you can't reach anyone at this number, please contact either Travis Mohrman or Felicia Coleman



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ADMINISTRATION

Felicia Coleman, Director (fcoleman@fsu.edu)

Research direction, initiatives
Faculty & Administration Oversight
Education initiatives
Development, Outreach
Liaison to upper administration, community at large
Budget decisions (shared with Facilities Director)

Tianna Forbes, Administrative Assistant (fmforbes@fsu.edu)

Human resources: handles all new appointments; EX & NX
FACET reporting/ AOR reporting
Plan/record meetings (Advisory, Board of Trustees, faculty, staff, Dive) & public/special events
Scholarship processing
Purchasing: POs for office supplies

Tianna Forbes, Administrative Assistant (fmforbes@fsu.edu)

Human resources: handles all new appointments; EX & NX
FACET reporting/ AOR reporting
Plan/record meetings (Advisory, Board of Trustees, faculty, staff, Dive) & public/special events
Scholarship processing
Purchasing: POs for office supplies

Durene Gilbert, Administrative Assistant (degilbert@fsu.edu)

Human Resources: Payroll/Timesheets; Volunteer contact
Facilities: reservations, invoicing for facilities use (space, vehicles, small boats, diving equipment, RV Apalachee) and outreach workshops
Outreach: assists with website, facebook, group events
Travel: Authorizations, receives T-card receipts for processing
Purchasing: P-card proxy, receives P-card receipts for processing

Dean Grubbs, Associate Director for Research

(dgrubbs@bio.fsu.edu)
Research space decisions
Oversight for all vessel research questions

Maranda Marxsen, Office Manager (mmarxsen@fsu.edu)

General budget management
Human resources: HR representative, handles recurring personnel appointments
Proposals: conducts budget checks on all proposed budgets & cost-sharing
Sponsored projects: manages budgets on all projects and assists PIs in budget decisions

Travis Mohrman, Facilities Director (tmohrman@fsu.edu)

Facilities and marine operations management including all construction details and permitting
Supervise maintenance and marine operations staff
Prioritizes facilities needs with FSUCML, FSU, and visiting researchers (the latter with Dr. Grubbs)
Liaison to campus facilities and maintenance, IT

MAINTENANCE

Tray Crump, Custodial Worker (tcrump@fsu.edu)

Housekeeping, janitorial services
Schedules recycling, laundry

Mark Daniels, Mechanical Trades Technician

(mddaniels@fsu.edu)
General maintenance, construction: specialty = plumbing
Supplies & Equipment: Inventory taker and maintenance
Vehicles: Vehicle Manager: fueling, maintenance & repair; maintains vehicle log & use data
Water system: primary plumber for fresh- and saltwater systems; seawater maintenance and repair; seawater tank assignments; maintains database & archives for rain, seawater quality
On-call personnel

Dan Overlin, General Trades Technician (doverlin@fsu.edu)

General maintenance, construction: specialty = design, carpentry; renovations, lab modifications (all buildings)
Electrical maintenance
On-call personnel

Mike Repchak, IT Technical Support Analyst

(mrepchak@fsu.edu)
Maintains computers, wireless, server, networking systems
Provides advice on computer and peripheral purchases

Dennis Tinsley, Mechanical Trades Technician

(cdtinsley@fsu.edu)
General maintenance: HVAC; freshwater system; sewer/aerobic system/ generator service & fueling; fire alarms; oversight of storage & safety; telephone service maintenance/repair;
Environmental Health and Safety: Primary contact; disposes of hazardous waste; initiates insurance coverage & claims
Key Bank Manager; Signs/placards
Purchasing: initiates POs except office supplies
Supplies & Equipment: Inventory custodian; surplus

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MARINE TECHNICAL OPERATIONS

Katrina Bayliss, Marine Technician (kbayliss@fsu.edu)

Manages and maintains equipment in lab spaces, schedules equipment usage, and trains new users of technical equipment
Assists in acquisition of new technical equipment for lab and researcher use; maintains stock room
Assists in assuring compliance with EH&S and ACUC for all researchers and visitors to the lab; notifies/schedules safety training; provides Materials Safety Data Sheets
Works with faculty and staff to facilitate research objectives

Matt Edwards, Small Boat Technician (medwards@fsu.edu)

Maintenance, repair and modification of all small boats
Maintenance and repair of all boat trailers
Formulation and upkeep of all small boat maintenance and https://marinelab.fsu.edu/media/2895/fsucml-sci_boat_safe_manual_052018.pdf repair logs
Boat operator training and check-out procedures
Maintain log of all certified small boat users
Launch and retrieval of all small boats
Assist in the repair and maintenance of nets, trawls, and other auxiliary equipment
Assist with RV Apalachee maintenance

Christopher Peters- Diving Safety Officer

Oversight of all field and laboratory operations to assist in the scientific objectives of the diving operations
Manages FSU Diving Program; serves as dive safety officer
Training: Teaches Introduction to scientific diving & other supporting workshops

Ephey Priest, Boat Captain

Maintenance, scheduling, & operation of RV Apalachee; available for running all other vessels on campus

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